

Town	When is Design Review Applicable/Where in town does it apply	Who has review authority	Level of authority of Board/Committee	Process	Requirements in Zoning Bylaw	Example Guidelines
Sturbridge	For all non-residential new construction, additions, alterations, new signs or alterations to signs review applies, Also in the same instances to properties located in any other zoning district, where the specific use of the property would otherwise be permitted only in a commercial or business zone, but has been allowed by variance, special permit; or the use exists previously as a legal non-conforming use.	Design Review Board: 3 Member appointed by Selectmen / 2 alternates: makes advisory recommendations to permit-granting authority	Advisory	Application filed (Architectural Design Review or Sign Design Review) Applications submitted to Planning Department. DCR has 20 days to review and submit comment to PB. PB is Clearing House for all Design Review Applications, DCR makes recommendation either for approval, with or without conditions, or for denial.	Sign design and detail shall be approved by DRC. Also, The Design Review Committee shall review the architectural design, exterior paint colors and siding (specifically calls out: wooden clapboard, cedar shingles and authentic brick or stone).	Height -Proportion of windows and doors -roof shape -Relation of building masses & spaces -scale -facade line, shape and profile -Architectural details -Advertising features (including signs) -Heritage -Landscape
Boxborough	For all new construction, exterior alterations or expansion of buildings and signs are subject to a site plan or special permit (except for pre-existing single-family dwellings)	Design Review Board: 5 members appointed by the Board of Selectmen , One member of the Planning Board, One member of the Board of Selectmen, One member of the Historical Commission, One member of the Permanent Building Committee, One member community at-large : makes advisory recommendations to permit-granting authority	Advisory	Complete design review application submitted to Planning Board or Board of Appeals along w/ applications, permitting authority forwards copy to the DRB for recommendations. The Design Review Board shall not delay the site plan review in preparing recommendations or requiring additional information.	Copy of application for site plan or special permit in connection with any activity subject to design review shall be given to DRC. Applicant must submit samples of finished materials and samples of colors supports PB and ZBA	Rhythm of solids and voids -Façade & openings -Massing and spacing of buildings -Placement & orientation of buildings within a lot & parking -Architectural details, materials & color (windows, shutters, siding, roof materials) -Roof slopes&shapes (skylights, dormers) -Signage and lighting, landscaping
Wellesley	ALL structures, façade renovations, new construction and signs except single and two family homes	Design Review Board: 5 members appointed by Planning Board , 2 alternates: Advisory to permit granting authority and Town as a whole in matters of design	Advisory	For Site Plan review of major developments: two reviews are required, one preliminary before SP granting authority and one at final stages of application For minor construction: submit necessary documents to DRB, then DRB holds meeting, then forwards their comments to building inspector then applicant can't apply for building permit	DRB required to publish a booklet of design guidelines based on SPECIFIC CRITERIA. Proposed buildings shall related to their surroundings with respect to: height, street façade, rhythm of solids and voids, spacing of buildings or signs, materials, textures, and color, roof slopes, scale.	Description of character in specific areas in Town. -Preservation and enhancement of landscaping -Relation of building to environment -Height, materials-texture/color- -Rhythm of solids and voids, spacing of buildings or signs -Open Space&Landscapes -Street facade -roof slopes and fenestration -Open Space

7/23/15

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Hopkinton	All major non-residential projects within the site plan review process, but there are different guidelines for different areas of town	Design Review Board 5 member board, designated yearly PB, 2 alternate members; one person qualified by training and experience in the fine arts or landscape design; one person doing business in the Town or a citizen at large; one person qualified by training & experience in art or design professions; one member of the Historic District Commission or a designee of the Planning Board	Advisory	Plans received by PB get transmitted to DRB for review and comment. DRB reviews guidelines and makes recommendations	DRB shall review requests for site plan review in respect to height, street façade, rhythm of solids and voids, spacing of buildings or signs, materials, textures and color, roof slopes and scale. May publish a booklet or guidelines based on specific design criteria, but doesn't say they are required to.	its character to help define elements that create the character and general character throughout town. -Preservation & Enhancement of Landscaping -Relationship of Building to Environment (Height, Street facade, Rhythm of solids and voids, spacing of buildings or signs, roof slopes, scape -Open Space -Heritage

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Winchester	Site improvements, visual design, and façade changes and all sign permits throughout town	Total of 7 member 2 appointed by BofS, 2 by Town Moderator, 3 by PB; of those appointed by the Planning Board 1 shall have a plant material or horticultural background, 1 shall have a visual-design background as an architect or landscape architect, and 1 shall represent a local business.	Advisory	The Committee reviews and advises when requested by the Board of Selectmen or the Planning Board. It makes recommendations on all sign permit applications transmitted the building commissioner. It also assists the DPW in the implementation of visual improvements when requested by		Site improvements, visual design, and façade changes
Amherst	Exterior changes/alterations requiring building permits, sign permit or any exterior change within 150 feet of the edge of the green space in the Town Common. Design Review District and the Town Common Design Review District, Downtown business district	5 members appointed by Selectmen: Two of the five members are nominated by and represent the Planning Board and Historical Commission: offers design advice and recommendations does not impose permitting requirements. -In those geographic areas where DRB jurisdiction does not extend, other permitting boards are authorized to apply the design review principles and standards set out in Section 3.204 of the Amherst Zoning Bylaw.-	Advisory	Application Form for Design Review shall be filled out and filed with Planning Dept. to DRB. Board must schedule applicant for next meeting (as long as received 4 days prior), All DRB recommendations must be submitted to PB, Building Commissioner and ZBA and applicant, recommendations may be final or require applicant to resubmit, must act within 35 days of receipt by PB, if not considered approved.	Explains design review districts and the types of actions that shall be subject to review by the DRB; calls out standards relating to scale, directional expression, architectural and site details, height, proportion, relation to structures and spaces, shape and landscaping and signs	Height, Proportions, Relation of structures and spaces, parking, shape, landscape, scale, directional expression, architectural & site details, signs(material, color, size), also color or texture of: doors, exterior HVAC, fencing, lighting fixtures, windows (They have a handbook and Rules and Regs)
Sudbury	Reviews building permits, special permits, variances for all non-residential uses if involving new construction, exterior alteration, or a sign larger than six square feet	Design Review committee- 5 at large members appointed by the Planning Board, serves in an advisory capacity (architect, landscape architects, resident from or near business district and graphics designer)	Advisory, must adopt rules and regulations	Application form is required	Whether or not requested by applicant, DRB reviews all applications mentioned.	

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Medway	Reviews applications for subdivisions, site plans, special permits, sign permits, scenic road work permits, and other development proposals. The DRC is also available to assist Town departments and other boards and committees which may request its assistance.	Design Review committee- the following members are appointed by the Planning Board: one PB member, one Business Council member, and 3 more at larger members	Advisory review for compliance with Design Review Guidelines	Recommended, one-two pre-filing/pre-application meetings, but required meeting before filing an application for sign permit for any freestanding or individual sign 8sqft or more. DRC final recommendations are made in response to filed application and in writing to the Planning Board.	Requires copies of major and minor site plan project applications to be furnished to DRC; requires special permits to be reviewed by the DRC in accordance with design guidelines; sign permits are forwarded to the DRC for consultation and recommendation; temporary signs don't require a permit but must be reviewed by DRC and recommended prior to approval by BofS ; they review all applications for sign	public spaces and amenities, sidewalks and streetscape
Bedford	Limited Business(LB) and General Business (GB)Districts (this is tied to the ZB Section7.5.2.2) and separate provisions Architectural Design Review Guidelines for Commercial and Mixed Use Developments- for the 3 mixed use overlay district (only standards, they contain to regulatory connection to the site plan review provision)	Planning Board	Advisory to Building Inspector for associated permits, OR Permitting authority for associate permits	LB & GB- It is strongly recommended that a preliminary or concept plan be submitted for informal review by the Planning Board prior to preparation of a formal site plan. Architectural elevation and floor plan drawings shall be submitted. PB submits written recommendation to the Building Inspector on the site plans.	LB&GB-The design of buildings shall enhance the visual character of Bedford's Business Districts and respect and reflect traditional New England heritage of the area. The scale and massing of buildings shall be compatible with buildings in the vicinity. Also, Architectural elevation and floor plans shall be submitted, building design, alterations or additions, materials, energy efficiency, organization and orientation of buildings, landscape. PB submitting a written report to	

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Yarmouth	Projects located in(Hotel Motel Overlay District) HMOD1, HMOD2 and Revitalization Overlay Architectural District	Plannging Board has design review authority for some districts (but design review committee still makes comments); Design Review Committee has jurisdiction over one district.	Planning Board has permitting authority; Design Review has advisory authority	Informal meeting first with design review authority, then formal design review, final review outcomes: - Recommendation - Continuance -Special Permit (the Design Review Authority shall provide written detail of all discrepancies for correction or for the project proponent's application to the Special Permit Granting Authority for relief in the form of a Special Permit.)	Bylaw section 103.4, the Design Review Authority shall review and the applicant's plans and its representative shall present its findings as to compliance with this Design Standard to the Site Plan Review Committee at the time of Formal Site Plan Review.	existing topography to screen new development, locate utilities underground